

**Economic Development Advisory Committee
Terms of Reference**

Purpose	To provide strategic advice on economic development and employment growth opportunities in Campbelltown.
Membership	<p>The Committee shall be comprised of:</p> <ul style="list-style-type: none"> • Mayor (Ex Officio) • 3 Members of Council • 4 business people. <p>A Committee Member's position automatically becomes vacant if they are employed by Council.</p>
Appointment of Chair	The appointment of Chair will be made by Council.
Conflict of Interest	Applies to all Committee Members as per Local Government Act 1999 Part 4 Division 4.
Meeting Times	The Committee shall meet at least four (4) times per year.
Public Notice of Meeting	Displayed on Council Office Noticeboard and Council's Website at least three business days prior to each meeting.
Notice to Members	In appropriate form as determined by the Committee as per Local Government (Procedures at Meetings) Regulations 2013 regulation 23.
Procedures at Meeting	<p>Committee procedures at meetings will be in accordance with the requirements of the Local Government Act 1999, Local Government (Procedures at Meetings) Regulations 2000 Parts 3 and 4 and Council's Code of Practice for Meeting Procedures.</p> <p>All business put to the Committee will be brought forward to a meeting by motion, recommendation, Staff report or other business.</p> <p>Every Member must vote on every matter that is before the Committee for decision.</p> <p>The Chair of the meeting will have a deliberative vote only.</p>
Participation by Electronic Means	Members may participate in Committee meetings by electronic means with approval from the Committee Chair and in accordance with the requirements of Clause 31Q of the Code of Practice for Meeting Procedures.
Compliance	Committee Members must comply with all Council policies, codes and resolutions as applicable.
Quorum	As per Local Government (Procedures at Meetings) Regulations 2013 regulation 26.

Absenteeism	A Committee Member's position on the Committee will be declared vacant if the Member misses 3 consecutive ordinary meetings or more than 50% of meetings in a financial year without the leave of Council.
Committee Term	<p>Appointments to the Committee shall be for a period of two years. Elected Member positions will expire in November in even years; independent Member positions will expire in November in odd years.</p> <p>At the expiration of the relevant period, positions will be declared vacant and nominations will be sought for another two year term. At the expiry of their term, Members of the Committee may be reappointed by Council.</p>